

GRANT GUIDELINES FOR TRAFFIC SAFETY PROGRAMS

Prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
BISMARCK, NORTH DAKOTA
www.dot.nd.gov

DIRECTOR
Francis G. Ziegler, P.E.

DRIVERS LICENSE AND TRAFFIC SAFETY DIVISION
Marsha M. Lembke

OFFICE OF TRAFFIC SAFETY
Karin Mongeon

APRIL 2007

TABLE OF CONTENTS

I.	North Dakota Highway Safety Plan	2
II.	Allowable and Unallowable Costs	4
III.	Tips for a Successful Grant Application	5
IV.	Highway Safety Planning Calendar	7
V.	Grant Application Format and Guidelines	8
VI.	Reporting Process	14
	Attachment 1	15

OFFICE OF TRAFFIC SAFETY

The mission of the Office of Traffic Safety is to reduce motor vehicle crashes on public roadways and the fatalities, injuries, and property damage associated with these crashes.

Name	Title	Program Area	Telephone	E-Mail
Karin Mongeon	OTS Manager	All	701-328-4434	kamongeon@nd.gov
Lory Harsche	Program Manager	Fatality Analysis Reporting System (FARS), Emergency Medical Services	701-328-2402	lharsche@nd.gov
Lynn Heinert	Program Manager	Traffic Records	701-328-4352	lheinert@nd.gov
Carol Thurn	Program Manager	Occupant Protection, Safe Communities, Motorcycle	701-328-4354	cthurn@nd.gov
Sandy Wilson	Program Manager	Alcohol, Police Traffic Services	701-328-2899	swilson@nd.gov

I. NORTH DAKOTA HIGHWAY SAFETY PLAN

A. Introduction

The North Dakota Highway Safety Plan (HSP) is a planning document, a federal grant request, and a state budget document. The HSP is completed annually by the North Dakota Department of Transportation (NDDOT) Office of Traffic Safety (OTS) to meet requirements of the National Highway Traffic Safety Administration (NHTSA) to receive federal highway grant funds through the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETY-LU)* and the *Highway Safety Act of 1966*.

The HSP consists of a problem identification and a problem solution plan (PSP).

The OTS solicits proposals from agencies statewide to develop and implement programs that address the traffic safety problems identified in the HSP.

B. Problem Solution Plan Areas

Problem solution plans (PSPs) are the areas within the HSP identified as the best methods to solve traffic safety problems in North Dakota. Each PSP area receives a portion of federal funds to support traffic safety programs specific to that area. The PSP areas include:

Alcohol Countermeasures. The Alcohol Countermeasures Program exists to decrease the number of alcohol- and drug-related crashes, fatalities, and injuries occurring on North Dakota roadways each year. Funds are available to support youth and young adult alcohol and impaired-driving prevention projects, media campaigns, Victim Impact Panels, saturation patrols by law enforcement, and compliance checks and server training for alcohol retailers. (OTS Program Manager, Sandy Wilson)

Emergency Medical Services (EMS). North Dakota is a rural state with substantial distance between medical facilities. It is essential that an effective network of EMS exist to decrease traffic-related fatalities, particularly in rural areas. Funds in this PSP area are available for: (1) training, testing, certification, and continuing education for EMS personnel, and (2) emergency vehicle operations. (OTS Program Manager, Lory Harsche)

Motorcycle Safety. The Motorcycle Safety Program exists to keep North Dakota's roadways safe for motorcyclists. Funds in this area are to support motorcycle safety training and awareness programs including improvements of

training curricula, delivery of training, recruitment or retention of motorcycle safety instructors, and public awareness and outreach programs. The program is also supported through state funds generated from fees collected through motorcycle safety education courses - the *Basic Rider Course* and the *Experienced Rider Course*. (OTS Program Manager, Carol Thurn)

Occupant Protection. Occupant protection devices (seat belts and child restraints) must be accurately and consistently used by all vehicle occupants to decrease crash-related injuries and fatalities in the State. Occupant protection funds are used to develop public information and education programs, coordinate programs with law enforcement and public health and conduct behavior change programs in high schools and work places. (OTS Program Manager, Carol Thurn)

Police Traffic Services. Law enforcement agencies play a critical role in deterring impaired driving, increasing safety belt and child restraint use, encouraging compliance with speed laws, and reducing other unsafe driving behaviors. Funds in this PSP area are available to law enforcement agencies to: (1) purchase radar equipment; (2) provide officer training; and (3) conduct High Visibility Enforcement (HVE) which couples intense media awareness with enforcement blitzes. Funds are also used to support the OTS' ASSISTS (Alcohol, Seat Belts, and Speed Intervention to Support Traffic Safety) Award Program which acknowledges officers who have made significant contributions to traffic safety in their communities and rewards their agency with a grant incentive. (OTS Program Manager, Sandy Wilson)

Safe Communities. Traffic safety is addressed at the local level by community-based *Safe Communities* coalitions. Coalitions receive funding to solve local traffic safety problems through grass-roots efforts. (OTS Program Manager, Carol Thurn)

Traffic Records. Data for effective traffic safety decisions are derived from timely, accurate, and complete traffic records from law enforcement. The Traffic Records Program collects and analyzes crash report data via a computer information system called the *Crash Reporting System* (CRS). Funds in this area are to enhance the CRS and to provide training to law enforcement officers to facilitate timely, accurate, and complete crash reports. (OTS Program Manager, Lynn Heinert)

C. Overview of the HSP and Grant Process

As mentioned, the HSP consists of a problem identification and PSPs. OTS develops the annual problem identification based on various traffic data including vehicle and motorcycle crashes, seat belt survey results, EMS, roadways, etc. PSP areas are selected and prioritized based on the problem identification and consideration of national traffic safety priority areas identified by NHTSA.

OTS then solicits project proposals that respond to the PSPs from eligible state and local public agencies and for-profit and non-profit groups. Project proposals are

evaluated on the following criteria: (1) response to identified problems; (2) innovation; (3) clear objectives; (4) comprehensive evaluation plans; and (5) cost-effective budgets.

Each project selected through the solicitation process is included in the HSP document with a description of how the project addresses a specific PSP. The completed HSP is submitted to NHTSA for approval prior to receipt of funding for the upcoming federal year.

Once the HSP is approved by NHTSA, the OTS initiates project contracts (contracts are consistent with the federal fiscal year, beginning on or around October 1 and ending September 30). **Project implementation can begin only after both parties have signed the contract.**

OTS program managers monitor grantees throughout the contract year via the following activities: (1) review of grantee reporting requirements, as established in the contract, that document progress toward meeting project goals; and (2) periodic site visits.

The final step in the annual HSP process is project evaluation to assess the impact of each project on traffic-related crashes, injuries, and fatalities. Project evaluation results are used to determine if projects should continue or be revised to increase impact.

II. ALLOWABLE AND UNALLOWABLE COSTS

Allowable Costs

Allowable costs are unique to each contract scope and budget and must be specific to traffic safety. Costs must be necessary, reasonable, and allocable.

Direct Costs

Direct costs include salary and wages, fringe benefits, materials and supplies/commodities, equipment, travel, consultants, other direct costs, and subcontracts.

Travel

Mileage. Mileage is reimbursed at the State rate.

Meals and Lodging. Meals are reimbursed at the State rate; receipts for meals are not necessary. A lodging receipt from a commercial place of lodging must be provided in order to receive reimbursement for lodging expenses. The reimbursement rate is not to exceed the State rate.

Other Travel Expenses. These expenses may include items like taxi fares, parking fees, and other miscellaneous expenses. Receipts must be submitted for any expense exceeding ten dollars.

Unallowable Costs

Generally, the following are unallowable costs:

- Purchase of office furnishings and fixtures (desk, chairs, filing cabinet, fixed lighting/lamp, etc.)
- Equipment alone is usually not eligible for funding and must be included only as part of a total program
- Office expenses (i.e., internet costs) are allowable within generally-accepted accounting principles
- Mainframe computers
- Food
- Bad debts
- Contingencies
- Contributions and donations
- Entertainment
- Fines and penalties
- Interest and other financial costs
- Governor's expenses
- Legislative expenses
- Fund raising and investment management costs
- Lobbying
- Under-recovery of costs under the grant management
- The planning and administrative costs of application, bid or proposal preparation
- Costs incurred before all parties have signed the contract
- Costs incurred after the last date covered by the contract
- Vehicles (including ambulances)
- Vehicle and equipment maintenance
- Police officer uniforms and firearms
- Mass-media advertising
- Advertising time and space
- Alcoholic beverages
- Alcohol/drug treatment costs

III. TIPS FOR A SUCCESSFUL GRANT APPLICATION

1. Who can apply?

Usually, grants are awarded to governmental agencies (city, county, state) and non-profit organizations with a 501(c)(3) exemption that are involved in traffic safety.

2. What is the funding period?

Grants normally run from October 1 through September 30, which is the federal fiscal year.

3. Follow Instructions

Read all grant application instructions carefully and follow them closely. If you have any questions, contact an OTS staff member (see Page 1).

4. Grant Application

The form titled, *Grant Application for Participation in North Dakota Highway Safety Plan* (SFN 7249), must be signed by the proposed Project Director and the Authorizing Official of the agency making the application.

The Authorizing Official must sign the grant contract after NDDOT approves and signs the contract.

Note: Proposals with a budget of \$10,000 or more must use SFN 54323 entitled, *Programmatic Proposal*; not SFN 7249. Instructions for completing the application for programmatic proposals are provided on SFN 54323 and in Attachment 1.

5. Application Format

The grant application format from SFN 7249 and SFN 54323 must be followed explicitly. Instructions for completing the application are provided on the SFNs and in Section V and Attachment 1 respectively. Include each application item; do not skip or combine sections. Respond to each item concisely.

6. Using Word Processing Software

The cover sheet of the application must be Page 1 of SFN 7249 (or Page 1 of SFN 54323 for applications with a budget of \$10,000 or more). The body of the application may be completed with word processing software but must follow the format of SFN 7249 or SFN 54323 exactly.

7. Consistency

Consistency among the various sections of the grant application is important. The objectives stated in Section III should be designed to correct the problems identified in Section II. The evaluation plan in Section V should measure the effectiveness of the objectives in Section III. Budget items should be justified by their contribution to achieving the project objectives and should be supported, at least indirectly, by the project activities.

8. Safety Belt Policy

To support the state and national priority of increased safety belt use, all contracts require the use of safety belts during the contract period and require a safety belt use policy for the agency receiving funds. A copy of the safety belt use policy must be submitted prior to incurring any project costs. All persons reimbursed with traffic safety funds are required to obey all traffic laws while on official business of the project.

9. Video Camera Policy

If your proposal contains a request for purchase of digital video camera(s), the request must be accompanied by a five-year strategic plan outlining how the new digital technology will be integrated with the agency's current technology. The plan may include: (1) scalability of new technology and current technology; (2) system design; (3) storage capabilities (current and future); and (4) costs associated with each phase if upgrades will need to be made.

10. Submittal

Grant proposals must be received by the OTS on or before June 30. Submit proposals to the following address:

North Dakota Department of Transportation
Office of Traffic Safety
608 East Boulevard Avenue
Bismarck, ND 58505-0700

Applicants must submit a paper copy of the proposal with appropriate original signatures; faxed or e-mailed proposals will not be accepted.

11. Risk Management

If your grant application is accepted, there are assurances that will generally need to be in place prior to funding. These may include a general liability insurance policy, workers compensation, and automobile liability. Any government agency covered by the North Dakota Insurance Reserve Fund will meet the risk management requirements.

IV. HIGHWAY SAFETY PLANNING CALENDAR

May

May Mobilization safety belt campaign

June

All Highway Safety Plan proposals due June 30

August/September

Labor Day impaired-driving crackdown

End of fiscal year (September 30)

September

Child Passenger Safety Awareness Month

October

Beginning of new fiscal year (October 1)

November

Final reports and vouchers due for all traffic safety contracts (November 14)

December

Drunk and Drugged Driving (3D) Prevention Month

V. GRANT APPLICATION FORMAT AND GUIDELINES

If word processing software is used, make sure the format and section titles shown here are included. Do not deviate from this format.

Note: Applicants submitting proposals with a budget of \$10,000 or more may disregard this section and must use SFN 54323 entitled, *Programmatic Proposal*, and the grant application format and guidelines included in Attachment 1.

COVER PAGE

1. Agency/Jurisdiction

Provide the agency or government body that will hold the contract and be responsible for the fiscal management of the grant.

*Example: City of Rugby
North Dakota Safety Council*

2. Project Title

Provide the title of the project for which the agency is requesting funds. Generally, this will be a very basic title.

*Example: Radar Equipment Purchase
Overtime Enforcement
Public Information & Education Program for Occupant Protection
Work Site Incentive Program
Teen Court*

3. Project Period

Indicate the timeframe in which the project will occur. **All contracts must end no**

later than September 30.

*Example: May 1 to September 30 (for overtime enforcement)
January 15 to April 15 (for a work site program)
October 1 to September 30 (for a full-year program)*

4. Amount Requested

Provide the amount of funding requested for the project.

5. Brief Description of Proposed Project (*no more than 25 words*)

Describe the project "in a nutshell". Be brief and specific.

*Example: Purchase one radar
Purchase video camera to aid patrol officers in DUI enforcement*

Example: Conduct a public information and education program to increase awareness of underage alcohol consumption

Example: Conduct four training sessions for EMS personnel

6. Overall Objective(s)

Restate the project objectives from the body of the proposal. This allows the reader to quickly assess whether the proposal fits within the guidelines of the HSP. Guidance for writing objectives is provided in Section III.

7. Project Director

The Project Director is the individual responsible to assure the project and reporting requirements are completed. Provide the Project Director's name, title, address, telephone, fax, and e-mail information. The Project Director must sign and date this section.

8. Authorizing Official of Agency Making Application

The Authorizing Official is the individual responsible for the grant and fiscal administration. This person has the express authority to sign contracts. The Authorizing Official may be the director of a non-profit agency, the mayor, the chair of the commission, etc. Provide the Authorizing Official's name, title, address, telephone, fax, and e-mail information. The Authorizing Official must sign and date this section.

SECTION I. INTRODUCTION

Provide general information pertinent to the proposal including demographic data, agency information and an explanation of the agency's involvement in traffic safety.

Example: Our agency serves a county that extends into the neighboring reservation. This impacts the local data available to the agency. The service area is very rural with a transient population. The largest industry is farming. However, a large number of residents are employed at a coal manufacturing plant which requires them to travel daily. The agency has two officers on duty at any given time. Traffic enforcement is a large part of the officers' responsibilities, but they must also respond to all types of needs in the community.

Example: The agency serves a community considered "mid-sized" by North Dakota standards. The agency is located approximately 40 miles from Fargo and primarily serves a rural population. A total of eight officers are responsible for all aspects of the agency's traffic enforcement. Only three officers are on duty at any given time.

Example: This agency is primarily responsible for community education, working in conjunction with local law enforcement efforts. The agency serves a five-county region with a total population of 40,000. We are a non-profit organization that has placed an emphasis on children and children's safety. Our youth programs have reached over 400 families, directly impacting over 700 people during the past year. A staff of four relies heavily on the ten volunteer educators in the region.

SECTION II. PROBLEM STATEMENT

This section should consist of two parts: (1) the problems the agency is trying to impact; and (2) the activities currently in place in the community to address the problems.

Part A. What is the problem?

Describe the problem(s) the agency intends to solve or impact with this grant. Provide summary data regarding the problem as it exists in your jurisdiction.

Example: According to a survey conducted by the local Safe Communities program, just 35 percent of residents in this area wear seat belts. This is considerably lower than the statewide safety belt use rate. In addition, law enforcement officers wrote only 25 safety belt citations last year.

Example: Alcohol-related crashes are at a five-year high in this county. There were five alcohol-related fatalities in 1999, compared to three or less each year over the past five years. Four of the five fatalities were people under the age of 25. In a survey taken at the local school, 67 percent of high school youth report riding with a drunk driver at least once in the past year, and 60 percent of the youth consume alcohol on a regular basis. There is a direct correlation to youth alcohol consumption and alcohol-related fatalities among

young people.

Part B. What is currently being done to solve the problem and by whom?

List all related activities and agencies involved. Note any improvements that have occurred because of activities occurring in the community.

Example: The Safe Communities program has conducted public information and education programs in the region, but there has been no community-specific program. Our agency has not conducted a STEP (Specified Traffic Enforcement Program) for safety belt violations. Drivers Education programs include education for safety belts.

Example: The local schools conduct alcohol education and awareness programs for youth, and Drivers Education program addresses the issue of drinking and driving. This agency has participated in alcohol enforcement projects but does not have the work force to conduct overtime alcohol enforcement during high-risk times.

SECTION III. OBJECTIVES

Objectives are quantifiable products or outcomes that are specific, measurable, and time-framed. Project objectives must address the problems identified in Section II and result in proposed project activities. A project may consist of one to three objectives (more than three objectives usually cannot be achieved during a project period).

Example: Increase safety belt use in Fessenden from 35 to 50 percent by September 30.

Example: Reduce nighttime fatal and injury crashes occurring in Oliver County by 20 percent, from 38 (the average for last year) to 30, during the 12-month period beginning October 1 and ending September 30.

Example: Reduce youth alcohol consumption from the current self-reported rate of 60 to 50 percent by the beginning of the next school year.

Example: Increase the number of speeding violations from the current rate of 100 to 150 per month.

Example: Increase the number of DUI citations issued during the summer months of May through September by 50 percent, from 20 (number of citations issued during this timeframe last year) to 30.

SECTION IV. PROPOSED ACTIVITIES

Part A. Major Activities.

List major activities to be completed to achieve the objectives stated in Section III.

Create a list of what will be done, who will do it, when it will begin and end, and who will be affected.

Example: Law enforcement officers will conduct two overtime enforcement patrols each month from May through September. Officers will specifically look for drivers under the influence of alcohol. Other citations will be issued for safety belt violations and speed. The primary purpose for conducting the overtime patrols is to create visibility to deter the DUI driver and reduce the number of alcohol-related crashes occurring during summer months.

Example: A public information and education program, combined with an incentive program targeting high school students, will be conducted from October 1 through May 30. The project will include safety belt surveys, provision of incentives to drivers who are buckled up, information to youth who are not wearing safety belts, and prizes for the class with the highest safety belt use rate at the end of the program.

Part B. Coordination.

List the groups and agencies the agency will coordinate with to complete the project activities. Explain how the agencies will work together. Include letters of support or commitment, if possible. For projects not requiring involvement from other agencies, include a statement justifying the ability of the applicant to carry out the project independently.

Example: Enforcement in Oliver County is primarily the duty of the Sheriff's Department, so overtime enforcement will be conducted solely by the Oliver County Sheriff's Department.

Example: Assistance for the public information and education/incentive program will come from a variety of agencies. The local school administration and student council will assist with publicity and surveys. Local law enforcement officers will conduct classroom presentations. The local health unit will provide education materials for distribution. Local media will assist with notifying the community of progress toward the objectives.

SECTION V. EVALUATION PLAN

The first part of the evaluation plan will include a progress report on the project objectives. At a minimum, each objective should be rephrased as evaluation questions. You must also identify the tool that will measure the success of the objective.

Example: What percentage of the public in Fessenden wore safety belts at the beginning of the project? What percentage wears safety belts at the end of the project? What percentage increase is this? Tool for

measurement: pre- and post-observation survey.

Example: How many DUI citations were issued during the grant period? How many were issued during the same time last year without the overtime enforcement program? What was the percentage increase?
Tool for measurement: citation logs during the months of the contract compared to last year's citation logs.

SECTION VI. BUDGET & BUDGET NARRATIVE

Include all costs associated with this project and how the costs were determined. Identify costs to be paid with grant funds and costs to be paid with other identified funds. Also include any in-kind donations as part of the overall budget.

Example: Costs for this project include the following:
--60 hours of overtime salary for officers at an average of \$19.16 per hour = \$1,149.60
--500 miles x \$0.25/mile = \$125

All costs will be paid with grant funding.

<i>Budget:</i>	
<i>Salary</i>	<i>\$1,149.60</i>
<i>Mileage</i>	<i><u>125.00</u></i>
<i>Total Grant Request</i>	<i>\$1,274.60</i>

Example: Costs for this project include the following:
--Salary for program coordinator, 40 hours x \$15/hour=\$600
--Volunteer time donated, 80 hours x \$15/hour=\$1,200
--Incentive materials \$500
--Copies, 1000 x \$0.10=\$100
--Postage costs \$35

<i>Budget:</i>	<i>Grant Dollars</i>	<i>Donation</i>
<i>Salary</i>	<i>\$ 600.00</i>	
<i>Volunteers</i>		<i>\$1,200.00</i>
<i>Incentives</i>	<i>500.00</i>	
<i>Copies</i>	<i>100.00</i>	
<i>Postage</i>		<i><u>35.00</u></i>
<i>Total</i>	<i><u>\$1,100.00</u></i>	<i>\$1,335.00</i>

<i>Total Donations:</i>	<i>\$1,335.00</i>
<i>Total Grant Request:</i>	<i><u>\$1,100.00</u></i>
<i>Total Project Cost:</i>	<i>\$2,435.00</i>

VI. Reporting Process

Minimum Requirements

Each agency funded through the OTS must report on project activities and submit a monthly report (unless otherwise specified in the contract scope). The terms of the contract determine the type of report that is necessary.

General Requirements

The scope of each contract will list the reporting requirements for the contract. Generally, the following rules are established for reporting:

- Expenses are paid on a reimbursement basis only. No advances are permitted.
- If a written narrative is required, it must be submitted within 30 days of the end of the month.
- The voucher must be submitted within 30-45 days of the end of the month's activities (as specified in the contract scope).
- A late monthly report and/or voucher may result in a 10 percent reduction in the reimbursement for that month.
- With few exceptions, contracts require a final report. An equipment purchase, such as radar, may only require a copy of the invoice.
- The final report is due no later than November 14 (45 days beyond the end of the federal fiscal year). **A reimbursement request made after this date will not be reimbursed.**

GRANT APPLICATION FORMAT AND GUIDELINES FOR PROGRAMMATIC PROPOSALS

(For proposals with budgets of \$10,000 or more)

If you use word processing software, make sure you follow the format provided and use section titles as shown. Do not deviate from the format.

COVER PAGE

1. Organization's Name

Provide the agency, organization, or government body that will hold the contract and be responsible for the fiscal management of the grant.

*Example: City of Rugby
North Dakota Safety Council*

2. Project Coordinator (Name and Title)

The Project Coordinator is the person who will be responsible for the implementation of the program.

Example: Prevention Coordinator, Safe Communities Coordinator, Social Worker, etc.

3. Head of Agency (Name, Title and Signature)

List the individual in charge of the agency, government body, or organization authorized to sign contracts. The Agency Head must sign the appropriate box.

Example: Mayor, President of the County Commission, Executive Director, Chief Executive Officer

4. Contact Information

Include the post office box, street address, city, zip code, telephone, e-mail address, and fax number for the organization and Project Coordinator.

5. Federal Employee ID Number

This is a number assigned to every business by the Internal Revenue Service (IRS) for tax purposes.

6. Fiscal Officer Name and Signature

The Fiscal Officer is the individual in charge of the agency's accounting or

bookkeeping and the individual who will complete vouchers to submit to OTS for reimbursement. The Fiscal Officer must sign the appropriate box.

Example: Auditor, Accountant, Bookkeeper, CPA, Chief Finance Officer

7. Safe Communities

Safe Communities programs must have a coalition in place. The coalition must have an individual designated as its chairman. For **SAFE COMMUNITIES PROGRAMS ONLY**, the following information must be provided in the appropriate boxes for the Safe Communities Coalition Chairman: name, address, city, zip code, telephone, e-mail address, and signature.

NARRATIVE (Page 2)

Part 1: Organization and Community Description

Provide general information pertinent to the proposal. First, provide a brief description of the area the agency's project will serve - community, county, region, etc. Important information may include demographics, geography, economic information, etc.

Secondly, provide relevant information about your organization, such as the mission statement, the population served by the agency or organization, numbers of employees, the role of traffic safety in the agency's overall mission, etc.

Part 2: Problem Identification

In this section, document the problem(s) the agency is trying to impact or solve. Provide summary data regarding the problem as it exists within the community, county, or region in which the program will operate.

Example: According to the North Dakota Statewide Safety Belt Survey, just 52 percent of the population in this county wears safety belts. This is considerably lower than the statewide safety belt use rate.

Example: Alcohol-related crashes are at a five-year high in this county. There were 16 alcohol-related crashes this past year compared to less than ten in each of the past five years. Eight of the nine fatalities resulting from these crashes were under the age of 25. In a survey taken at the local high school, 67 percent of students reported riding with a drunk driver at least once in the past six months, and 50 percent of the youth report they consume alcohol on a regular basis. There is a direct correlation to youth alcohol consumption and alcohol-related fatalities among young adults.

Part 3: Project Description

Describe the project proposal "in a nutshell." Be brief and be specific but provide

adequate information so the grant reviewers will understand what it is the agency wants to accomplish.

Example: The agency will develop a community-based program to address low safety belt use, high underage alcohol consumption rates, and impaired driving. The coalition will consist of: schools, law enforcement, community citizens, health care providers, media, and local businesses; and will develop activities to reduce the problems identified in these areas.

Part 4: Community Collaboration

Provide a brief overview of any community collaboration that currently exists, and identify community partnerships to be developed to address the problem.

Example: The coalition currently has a Drug Free Schools Committee that has developed a plan to reduce alcohol consumption among high-school aged students. The coalition intends to work closely with the committee and will develop partnerships with [deleted "the"] local law enforcement agencies, churches, radio and television stations, and businesses.

OBJECTIVES

Objectives are quantifiable products or outcomes that are specific, measurable, and time-framed. Project objectives must address the problems identified in the NARRATIVE (Part 2), and will result in the proposed activities. A project may consist of one to four objectives (more than four objectives usually cannot be achieved during a project period).

Example: Increase safety belt use from 52 to 60 percent by September 30.

Example: Reduce youth-alcohol consumption from the current self-reported rate of 50 to 40 percent by the beginning of the next school year.

Example: Reduce the number of alcohol-related crashes from the 16 reported last year to 10 by year-end.

STRATEGIES

Strategies are the steps, activities, or tasks planned to achieve defined objectives. A good plan should respond to the questions WHAT?, WHEN?, and WHO?

*Example: Strategy (What?) Implement an underage identification program for beverage retailers
Completion Date (When?) July 1
Responsible Person/Position (Who?) Alcohol Committee chairperson and committee members*

*Example: Strategy (What?) Conduct a high school safety belt campaign
Completion Date (When?) May 15
Responsible Person/Position (Who?) School counselor, Student Council, working with the Occupant Protection Committee*

*Example: Strategy (What?) Coordinate three sobriety checkpoints within the region
Completion Date (When?) September 30
Responsible Person/Position (Who?) Alcohol Committee, local law enforcement representatives on the coalition*

EVALUATION

Each objective must be evaluated to determine if it has been successful. The agency's evaluation plan should include what will be evaluated and how it will be evaluated.

Example: Surveys will be conducted throughout the county prior to the beginning of the safety belt campaign. Following the campaign, post-surveys will occur to determine if the safety belt use rate increased. In addition, surveys will occur at the local high school to determine the success of the school campaign. Finally, the North Dakota Statewide Safety Belt Survey will be reviewed to determine project success at year-end.

BUDGET FORM

All costs associated with this project should be documented. Identify how the costs were determined for each item. Identify which costs will be paid with grant funds, with in-kind funds or donations, or with other funding such as agency funds or other grants. In-kind donations are important and should be included as part of the overall budget. Total all columns at the bottom of the budget chart.

Once the budget is completed, add all columns together to determine the entire project budget amount. Divide the total grant request column by the total project budget amount to determine what percent the requested grant amount is of the total project budget.

Example: Salary. One half-time coordinator (0.5 FTE) @ \$12/hour x 1040 hours = \$12,480

*Grant Request - \$10,000
Other Funds - \$2,480*

Fringe Benefits. 25 percent of salary. \$12,480 x 25% = \$3,120

*Grant Request - \$1,000
Other Funds - \$2,120*

*Project Materials. Approximately 100 copies x \$0.10/copy = \$10
500 posters = \$750 Total - \$760*

Grant Request - \$500

Other Funds - \$260 (in-kind \$10, donations \$250)